

RECORDS OFFICE



March 22, 2013

Michael Morisy  
MuckRock News  
DEPT MR 3378  
P.O. Box 55819  
Boston, MA 02205-5819

RE: FOIA Case No. 2013-FPRO-00504

Dear Mr. Morisy:

This is in reference to your Freedom of Information Act (FOIA) request of March 12, 2013, in which you seek access to certain Postal Service records. Specifically you request:

1. Copies of contracts with Booz Allen Hamilton over the past 5 years.
2. Any final reports generated and delivered by Booz Allen Hamilton to the agency over the past 5 years.

A request under the FOIA "shall identify the record sought as completely as possible, by name, description, or subject matter, and be sufficient to permit the custodian to locate it with a reasonable amount of effort." A description is considered reasonable if it permits an agency employee who is familiar with the subject area to locate the requested records with a "reasonable" amount of effort. It is the requester's responsibility to frame requests with sufficient particularity to ensure that searches are not unreasonably burdensome, and to enable the searching agency to determine precisely what records are being requested.

Your request is very broad in scope and may involve voluminous records located within multiple departments or facilities throughout the country. As information, the Postal Service has approximately 30,000 facilities at which records are maintained. Frequent misconceptions are that the various records at these facilities are centrally indexed. We note that you did not limit the search of documents to a specific department or geographic area of interest such as Headquarters or a certain field office or to a specific timeframe. You also did not specify the types or subject of "any final reports generated and delivered by Booz Allen Hamilton."

The type of search required to uncover all responsive records would involve extensive manual and electronic searches, which would be both time consuming and costly. Please be advised that, while we wish to fully cooperate in processing your request, your letter does not provide sufficient detail to allow for the ready identification and retrieval of the desired documents. Consequently, requests generally should not ask for all records within a broad category.

Accordingly, we will need more definitive information concerning the records you seek. For instance, with regard to "over the past 5 years," you will need to provide an exact time period in order for us to be able to conduct a search for records. Please provide contract numbers (if known) or you could limit the search of documents to only active contracts between the Postal Service and Booz Allen Hamilton. With regard to "any final reports generated," you will also need to be more specific in order for us to be able to conduct a search for records. Describe the records as clearly as possible and include any other helpful or identifying information. Such a description will ensure responsible use of postal resources to satisfy your right to access while minimizing any assessable processing costs to you.

Consequently, given that your request cannot be processed as formulated, we plan to take no further action and incur no chargeable costs to you unless we hear back from you within 15 business days from the date of this letter. If you can provide additional information to identify the specific documents you seek, you may resubmit your request to this office. We will address your request for a fee waiver when you have provided additional information that will allow us to conduct a reasonable search for responsive records.

If you construe this response to be a denial of your request, you may appeal by writing to the General Counsel, United States Postal Service, 475 L'Enfant Plaza SW, Room 6004, Washington, DC 20260-1100, within 30 days of the date of this letter. The letter of appeal should include statements concerning this response, the reasons why it is believed to be erroneous, and the relief sought, along with copies of the original request letter, this letter, and any other related correspondence. Please reference FOIA Case Number 2013-FPRO-00504.

Please contact me at [nancy.P.chavannesbattle@usps.gov](mailto:nancy.P.chavannesbattle@usps.gov) or (202) 268-2030, if you require further assistance. If we do not hear back from you by April 12, 2013, we will administratively close this request. Thank you for your interest in the Postal Service.

Sincerely,



Nancy Chavannes-Battle  
Consumer Research Analyst